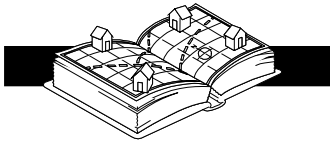# About the Instructions

The 2003-05 budget instructions are organized in two parts

The 2003-05 budget instructions have been issued in two parts.

Part 1: Strategic planning and performance measure instructions
-issued November 6, 2001

Part 2: Budget request instructions

We hope that this approach better supports the budget preparation needs of agencies, the Legislature, and OFM and that it enables us to make better use of the planning and performance information we need in evaluating budget proposals.

What is in the Part 2 instructions?

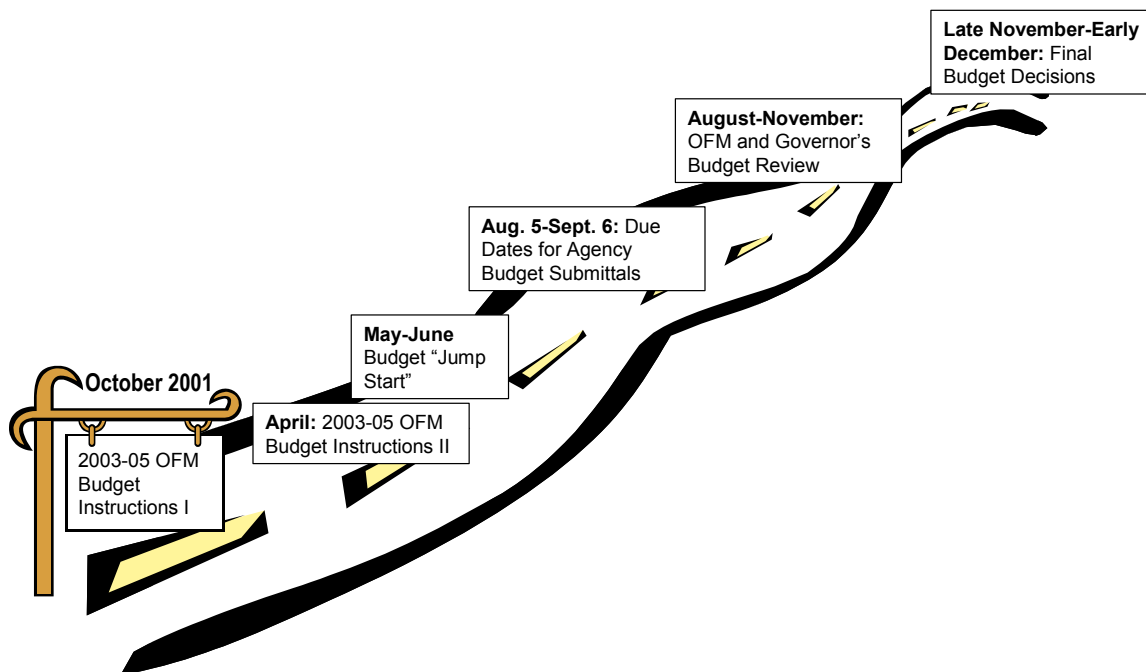Part 2 of the 2003-05 budget instructions includes guidance on:

- Budget request basics – submittal components and format requirements,
- Activity Inventory update requirements,
- Producing decision package and Recommendation Summary documents,
- Items to include in carry-forward, maintenance, and performance levels,
- Developing all budget submittal components,
- Linking operating and capital budgets,
- Maintenance level, revenue and other coding requirements,
- Technology portfolios, and
- Developing good cost estimates.

Look for the ☒ sign to find items required for submittal

We've used this symbol to help you find budget submittal requirements quickly.

Timeline of major budget events in the current year

For general planning purposes, here is a timeline of the major budget events in preparation of the Governor's budget.

Late November-Early December: Final Budget Decisions

August-November: OFM and Governor's Budget Review

Aug. 5-Sept. 6: Due Dates for Agency Budget Submittals

May-June Budget "Jump Start"

October 2001

April: 2003-05 OFM Budget Instructions II

2003-05 OFM Budget Instructions I

Look for the NEW! sign for new items.

We've used this symbol to flag any requirements or tools that are new or changed from last biennium's instructions. New in the instructions:

- **Agency Activity Inventory** - We are asking agencies to update the activity inventory in the spring this year to reflect the enacted supplemental budget. Many agencies will also be asked to provide more detailed activity description information. The **budget submittal must also include the activity inventory updated to reflect the maintenance levelbudget**. Agencies will also need to **prioritize their activities**. Performance level **decision packages must describe the affected activities**. (See Section 2)

- OFM is not required to publish program level detail for the 2003-05 budget. Therefore **OFM will not be asking agencies in November to recast their budget as proposed by the Governor into program level detail**.

- **Departmental request legislation proposals with an expenditure or revenue budget impact are due at the same time as the budget submittal.** The related decision packages are also due with the budget submittal.

- Some **agencies may need to report their progress in adopting "Best Practices**." (See Section 4)

- OFM has refined the definition for maintenance level and has established **required RecSum codes for maintenance level items**. (See Section 5.2)

- **OFM will calculate the general inflation for agency maintenance level budgets** after agency budgets are submitted. (See Section 5.3)

- OFM has established **a new salary jurisdiction for use in certain agencies' B6 data for staff eligible to receive salary increases under Initiative 732**. (See Section 7.2)

- OFM has established **new prescribed revenue codes. Agencies will be asked to verify adjusted beginning fund balances** in the spring. (See Section 8)

- When entering the estimated performance measure level for fiscal years 2004 and 2005 for each decision package, **agencies should enter the <u>incremental</u> performance level change expected to be obtained if the decision package is enacted.** (See Section 9)

- **Agencies are encouraged to collaborate and coordinate on decision packages for enterprise-wide information technology projects**. (See Section 11)

- **Agencies must now submit a decision package for changes in self-insurance premium costs**. (See Section 12)